Drawing Genograms in Microsoft Word

In Microsoft Word (and some other word processing programs) there is a drawing option. If the drawing toolbar does not show up on your screen, go to "View," then "toolbars," and select "drawing."

The following steps are intended to help you learn how to use this drawing option to create genograms in your word processing program.

- ✓ On the drawing toolbar, click on the image that you want (circle, square, line, etc.)

- ✓ Click on the document approximately where you want the object to appear and while holding the mouse button, drag to form a box to the size of the image you want it to be.

- ✓ While the shape is selected still, click on the drawing toolbar "line style" icon to choose width and type of line.

- ✓ Size and placement of the shapes can be adjusted. Placement is adjusted by clicking on the object and moving it. Size is adjusted by using the small squared points on the frame of the shape. When you put the cursor on the point, an arrow will appear and you can adjust the size of the shape.

- ✓ If exact size is needed, right click on the object, go to "format auto shape." In this menu, you can type in exact dimensions under the "size" selection. (In this menu, you can also adjust line width, type and color.)

- ✓ If you need several of the same sized shape, you can select the shape, and then copy and paste it, just as you would with text.

- ✓ To draw lines to connect the shapes, click on the "line" icon on the drawing toolbar. Then click on the shape where you want the line to start, and drag the mouse to where you want the line to end. The lines may go in any direction. You may also use the "dash style" icon (next to "line style") to change your line to a dotted line, if necessary.

- ✓ To add text, use the "text box" icon on the drawing toolbar. To format the text box so it has no borders, right click on the box and go to "format drawing object," then to "colors and lines." The second row of the menu box will say "line." Go there, and then under "color" and choose "no line." *Remember:* with a text box, clicking in the text box allows you to only work with the text and clicking on the border of the text box allows you to work with the box itself.

- ✓ To delete an object, click on it, and use the "delete" key on your keyboard.